

# **PUBLIC LIBRARY STAFF EDUCATION PROGRAM**

## **Guidelines and Application**

**2003/2004**

**CALIFORNIA STATE LIBRARY**  
**PUBLIC LIBRARY STAFF EDUCATION PROGRAM**  
*(Tuition Reimbursement Program)<sup>1</sup>*

**PROGRAM BACKGROUND**

This program has been developed to address the formal library education needs of California public library staff seeking a Master's degree in library and information science. This program is intended to assist public library staff who are seeking or working on securing a library degree, by supplying grant funds to the applicant student's employing library for reimbursement of the student's course tuition costs. Eligible applicant libraries must apply for the grant funds on behalf of their staff who qualify for tuition reimbursement under this program.

**PROGRAM GOAL**

The ultimate goal of this program is to address the need for more librarians in public libraries available to serve underserved and geographically isolated populations, and children and young adults.

**LIBRARY ELIGIBILITY CRITERIA**

Because federal Library Services and Technology Grant Act funds are used to fund this program, grant awards can only be made to applicant libraries on behalf of their eligible students. The library is responsible for administration of funds to successful applicant staff according to the administration guidelines appearing elsewhere in this packet. Only California public libraries and county law libraries are eligible to receive funds under this program.

**STUDENT/STAFF ELIGIBILITY CRITERIA**

- Applicants must be employed full or part-time in a California public library or county law library, with employment having commenced at minimum, one calendar year prior to the date of application.
- Applicant must be accepted to, and be able to show evidence of acceptance to, an ALA-accredited library school.<sup>2</sup>

(**Note:** Applicants enrolled in non-California based distance education programs who are selected to receive tuition reimbursement will **only** receive reimbursement up to the equivalent cost of attending a California-based library education program.)

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<sup>1</sup>Note: This program is a tuition reimbursement program only. Other fees, such as student fees, books, etc., are not reimbursable under this program.

<sup>2</sup> If you have applied for admission to an accredited library school but have not yet received notification of your acceptance or non-acceptance, you may still submit your application. However, proof of acceptance must be provided upon request if the applicant is selected to receive tuition reimbursement.

## SELECTION CRITERIA

Awards will be made on a competitive basis. Individual applications will undergo a two step review process by a committee comprised of representatives from California public libraries. All applications will first undergo a two-part review. A “blind review” will be done on the applicant’s essay/statement of commitment, experience, and training attended. Then a review of the applicant’s recommendation letters and workload to be undertaken and proximity toward completion will be done.

Each application will be scored based upon the following:

<u>First Review</u>	<u>Maximum Possible Score</u>
Essay/Statement of Commitment	30
Experience	
Work-related	10
Community/volunteer	10
Skills and abilities	10
Training/workshops attended	10
Subtotal	(70)
 <u>Second Review</u>	
Recommendation Letters	20
Estimated Date of Graduation and workload to be taken	10
Subtotal	(30)
 TOTAL	 100

The amount of funding available to this program varies from year to year.

**NOTE:** Priority is given to past recipients to help them continue their progress toward acquisition of their degree or certificate. Past recipients will automatically have 10 points added to their score. However, those past recipients who only received awards at the 50% level will only have 5 points added to their score.

## TIME TABLE

April 11, 2003, 4:00 pm	Deadline for Receipt of Applications at the State Library
June 29, 2003	Anticipated Notification to Library of Award or Non-Award
July 1, 2003	Grant year begins
June 30, 2004	End of grant award year.

## **ADMINISTRATION OF FUNDS**

Libraries that receive grant funds under this program are responsible for administering the tuition reimbursement to the staff member(s) designated in the award letter, providing the following conditions have been met:

1. The staff member(s) completed the course(s) within the grant year.
2. The staff member(s) provided the library with some form of printed verification of the course/tuition paid.
3. The staff member(s) received a minimum course grade (based upon an “A-F” grading scale), of “B”, or if applicable, a “Credit” for a credit/no credit course. “Incompletes” do not qualify for reimbursement.
4. The applicant has signed a statement of commitment, or has satisfactorily pledged his/her commitment to continue employment with the public library at which he/she is employed for at least one year, if an equivalent or higher position is available.

Because federal grant funds are being utilized for this program, all course work for the award year must be completed no later than June 30<sup>th</sup> of the grant year.

## **REPORTING REQUIREMENTS**

Libraries receiving grants will be required to submit quarterly LSTA reports, and a final narrative report. These forms will be sent with the award letter to libraries receiving grants under this program.

## APPLICATION INSTRUCTIONS FOR LIBRARIES

- Please distribute a copy of this complete packet to eligible students on your staff.
- Verify each of the staff members submitting an application to you under this program have worked for your library (or continuously for a California public library) for at least one calendar year.
- Complete and sign the **Application for Grant Funds** which appears on page 5 of this application.
- Submit the following to the State Library:
  1. The original and 2 copies of the signed Application for Grant Funds (pg. 5).
  2. The original and eight copies of each student/staff member's application packet *(students have been instructed to provide you with the original and eight copies of their application packet at least one month in advance of the deadline).*

These documents must be **received no later than 4:00 p.m. on April 11, 2003** at:

California State Library  
Library Development Services Bureau  
Attn: PLSEP  
P. O. Box 942837  
Sacramento, CA 94237-0001  
(916) 653-5217

(900 N Street, 5<sup>th</sup> Floor)  
(Sacramento, CA 95814)

Facsimile submissions are not acceptable.

**CALIFORNIA STATE LIBRARY**  
**Public Library Staff Education Program**  
**Fiscal Year 2003/2004**  
**Application for Grant Funds**

On behalf of the (*Library Name*) \_\_\_\_\_, I will accept a grant award under the **Public Library Staff Education Program** for the staff members listed below. I agree to administer this award according to the guidelines for administration and payment of funds under this program, which appear on page 3 of the application packet. I understand that all funds must be expended by June 30, 2004, or returned to the State Library, and that all LSTA grant reporting requirements must be met. I also verify that each of the staff members listed have been employed at the library for at least one calendar year, or have been continuously employed by a California public library for the past year.

(Signed) \_\_\_\_\_  
*Library Director or Authorized Representative* *Date*

(Printed) \_\_\_\_\_  
*Name and Title*

Library \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

<u>Staff Members Seeking Tuition Reimbursement</u>	<u>Total Tuition Reimbursement Requested</u>
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
Total amount requested:	\$ _____
Indirect Fee (10%):	\$ _____
Total Requested:	\$ _____

## APPLICATION INSTRUCTIONS FOR STUDENTS

If you have not yet done so, please read the preceding pages of this application packet, paying special attention to the eligibility requirements.

Please type your application in at least a 12 point font. Handwritten applications will not be accepted.

Complete pages 7 – 15 of the application packet. **Do not** attach any additional information unless specifically requested. Failure to comply with the instructions on the attached application will result in automatic disqualification of your application.

Please note that notification of awards and non-awards will be sent to your library director only. Notification will not be sent to individual student applicants.

Please complete and sign the following pages, and provide the original and eight copies of your application form, and the original and seven copies of your recommendation letters, to your library director for verification and submission to the State Library. Each copy must be stapled. It is recommended the application packets be provided to your library director no later than March 14, 2003.

If you would like verification of receipt of your application at the State Library, please attach a self-addressed stamped postcard to the first page of your application form.

***NOTE: Failure to follow these instructions, or submission of an incomplete application will result in automatic disqualification of your application. No exceptions to this rule will be allowed.***

## TUITION INFORMATION

The tuition rates<sup>1</sup> for the San Jose State University and the University of California at Los Angeles' Master's degree programs in library science are as follows:

### San Jose State University

#### Off Campus Courses:

\$645 per course

#### On Campus Courses:

For fall & spring semesters -

For 1.0– 6.0 units \$628.00

For 6.1 or more units \$997.00

#### For summer semester –

For 1.0 – 6.00 units, \$110.00 per unit up to \$438.00 maximum

For 6.1 or more units, \$80.00 per unit up to \$753.00 maximum

### University of California, Los Angeles

\$1515.00 for Fall quarter

\$1518.00 for Winter quarter

\$1517.00 for Spring quarter

Other student fees and expenses, such as health fees, insurance fees, books etc., are not eligible for reimbursement under this program.

For more information on the Master of Library and Information Science program at San Jose State University, check out their website at <http://witloof.sjsu.edu>

For more information on the Master of Library and Information Science program at UCLA, check out their website at <http://www.gseis.ucla.edu>

For more information on Library and Information Studies programs across the nation, check out the information available on the American Library Association's website at <http://www.ala.org/alaorg/oa/lisdir.html>

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<sup>1</sup> Note: These rates have been provided to us by the two library schools.



**CALIFORNIA STATE LIBRARY  
PUBLIC LIBRARY STAFF EDUCATION PROGRAM  
STUDENT APPLICATION FORM**  
(Handwritten applications will not be accepted.)

1. Name: \_\_\_\_\_
2. Library Mailing Address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

3. Please complete and sign the statement below.

To the best of my knowledge, the information I have presented in this application is accurate. Also, I have been employed by my present employer for at least one calendar year, or, I have been employed at my current library for less than one calendar year but was employed by another California public library up to the time at which I took my present job, and have attached evidence of employment with my prior employer during the past calendar year.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

4. Employer:

If applicable, list branch:

Employment at this library began on (month/year):

5. I am working: (check one)

\_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time

6. If you are working part-time, please list the approximate number of hours worked per week: \_\_\_\_\_

7. Please check the library school program you are currently attending, or have been admitted to:

San Jose State University:

San Jose Campus \_\_\_\_\_

No. CA Program (Napa, Sacramento, San Francisco) \_\_\_\_\_

So. CA Program (Fullerton, Pasadena, Palm Springs,  
San Marcos, San Diego, Northridge) \_\_\_\_\_

University of California, Los Angeles \_\_\_\_\_

Out-of-State: (List the name of the library school and phone number.)

\_\_\_\_\_

8. List the library courses for which you will be seeking tuition reimbursement, the number of units per course, and the course/tuition fee. Any courses taken outside of the library school are **not** eligible for reimbursement although they may be applied toward the credits needed for your degree or certificate.

*(This information must be as accurate as possible since it is used in determining potential award amounts.)*

**COURSE # AND TITLE:      # OF UNITS:      COURSE/TUITION FEE:**

***Fall 2003 Semester:***

1.

2.

3.

4.

**COURSE # AND TITLE:**                      **# OF UNITS:**                      **COURSE/TUITION FEE:**

***Spring 2004 Semester:***

1.

2.

3.

4.

9.        Estimated semester and year of graduation or receipt of certificate: \_\_\_\_\_.

10.      On the following page, please write an essay/statement demonstrating your interest and commitment to public library work. **NOTE:** You must use the form appearing on page 10. Your essay must fit on the one page form and be typewritten using at minimum a 12-point typeface. Since your essay will undergo a “blind” review, do not include your name anywhere on the form. Failure to follow these instructions will result in disqualification of your application.

*For Office Use Only:*  
**APPLICATION #:** \_\_\_\_\_

**ESSAY/STATEMENT OF  
COMMITMENT TO PUBLIC LIBRARY  
SERVICE (30 points maximum)**

11. Please list below (and on the subsequent page if necessary) the following:
- education completed (list only degrees, certificates or diplomas received)
  - specific courses completed toward the MLIS degree
  - work-related experience (10 points maximum)
  - community and/or volunteer experience (10 points maximum)
  - any of the following special skills or abilities: bilingual or multilingual language skills, children's/young adult services skills, technical/technology skills or abilities, **and** indicate your experience in utilizing these skills. (10 points maximum).
- (Limit your response to these three pages.)

(Continuation of previous page.)

*For Office Use Only*

**APPLICATION #:** \_\_\_\_\_

(Continuation of previous page.)

12. List any training sessions, workshops, or courses you have attended in the last five years.  
List the title of the training event, the sponsor, and the date or year of attendance.  
(Do not include those courses taken toward your degree.)



13. Request, and attach 2 – 3 recommendation letters. Recommendation letters will only be accepted from the following individuals:
1. Former or current supervisor or employer
  2. Former instructor or teacher from whom you have taken a course in the past 5 years
  3. Volunteer or professional organization/association leader or officer with whom you have worked.

The recommendation letters must include the following information:

- 1) how long and in what connection the individual has known the applicant
  - 2) why the individual feels the applicant would be an asset to public library service.
- The letter should specifically address the applicant's creativity, initiative, communication/interpersonal skills, leadership and judgement abilities.

Insert the recommendation letters after page 10 of this packet. The original should be inserted in the original signed application packet. Copies of the recommendation letters must also be inserted after page 10 in each of the additional eight copies to be submitted to the State Library.

(Note: Past award recipients may no longer submit copies of recommendation letters previously submitted. Updated or new letters are required.)

14. Submit this **original** and **seven copies** of this packet, including the recommendation letters, to your library director for completion and submission of the application to the State Library. It is recommended that you submit these documents to your library director at least a month before the deadline date.

## Student Checklist

- ☐ I have worked for my present public library for the past calendar year. If I have worked for my present employer less than one calendar year, I have submitted evidence to my library that I was immediately previously employed by a California public library to verify I have been employed continuously by a California public library for at least the past calendar year.
- ☐ I have completed pages 8 – 15. (Incomplete applications will be disqualified.)
- ☐ My name appears only on page 8.
- ☐ My application packet includes 2 – 3 recommendation letters that have been inserted after page 10 of the application.
- ☐ I am only requesting tuition reimbursement for graduate library courses. Non-library courses which may be applied toward the degree requirement are not eligible for reimbursement. Other fees, such as student fees, books, etc. are also not eligible for reimbursement.
- ☐ I have signed the verification of information statement on page 8.
- ☐ I have not attached any additional forms except those specifically requested.
- ☐ If I want verification of receipt of my application at the State Library, I have attached a self-addressed stamped postcard to the first page of this student application.
- ☐ I have submitted the original and seven copies of this application and recommendation letters to my library director before March 14th, for verification and submission to the California State Library. (Failure to submit the requisite number of copies will result in automatic disqualification of the student's application.)